

TREASURY DOCUMENTATION**Subject**

Receipt of Possible Hazardous Materials, Handle

ForEMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK**Also See****Identification**ET-03158
Policy**Effective**

1-1-2005

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Replaces

ET-03158 (11-1-2001)

Michigan State Police Capitol Post, Department of Management and Budget (DMB), United States Postal Service and Center for Disease Control have issued guidelines on how to handle a package or letter that appears to contain a suspicious substance (e.g., hazardous material such as anthrax).

Some characteristics that should trigger suspicion are a package or mail that:

- Has no return address.
- Has soft spots, an unusual weight for its size or is lopsided or oddly shaped.
- Contains a white or brown powdery substance or a sponge.
- Has a threatening message written on the exterior.
- Is marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Has protruding wires or aluminum foil, strange odors or stains.
- Is addressed to someone no longer with Department of Treasury or is otherwise outdated.
- Has excessive postage.
- Has excessive security material (e.g., masking tape, string, etc.).

When opening mail that has been routed through the United States Postal Service or an express mail service, protective gloves should be used (they will be provided).

- If the gloves have a tear or hole or evidence of unusual wear, immediately replace them with a new pair of gloves.
- Do not use the same gloves for more than one eight-hour shift.
- Do not wear gloves outside the work area (e.g., when on break, lunch, etc.).

If a suspicious package or mail is received, perform the following steps:

1. Do **not** handle the mail or package suspected of contamination.
2. Do **not** remove the package/mail from work area.
3. **Immediately** notify immediate supervisor or the nearest supervisor available.

4. The supervisor should:

- A. If in Lansing area, **immediately** call DMB Security Control at 37-30190 (they will contact appropriate authorities), **or**

If in a field or out-of-state office, **immediately** call 911 (or 9-911 if on Centrex line) or the local emergency number for your area.

Be prepared to advise if the mail is opened or unopened. If unopened, call Manager of Mail Operations to have unopened envelope placed in plastic bag and have it opened in DMB's secured facility. If opened and if package/mail contains a white or brown powder or a sponge, follow instructions stated in B, C, D, E and F.

Note: Local emergency numbers for each location are listed on the Medical Emergency Instructions posted at each office.

- B. Take appropriate steps to have air flow turned off, if necessary.
- C. Make sure that suspicious package/mail is isolated and the immediate area is vacated of noncontaminated people.
- D. Isolate the immediate area; do not allow anyone to enter the area.
- E. Instruct all persons who have touched the package/mail to stay in the area and wait for the emergency personnel to arrive. They will bring necessary items to disinfect affected employees.
- F. Call Human Resources Division at 37-33172 to advise the Health and Safety Officer of the situation.

Note: Human Resources Division will notify appropriate Department administration of situation.

The emergency personnel will handle any further steps, investigation, etc., as deemed necessary.

For further information, visit the following Web sites:

- Center for Disease Control at <http://www.bt.cdc.gov>
- United States Postal Service at http://www.usps.com/news/2001/press/pr01_1010tips.htm

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